

**DEPARTMENT OF VETERANS AFFAIRS
VACANCY ANNOUNCEMENT
VA CENTRAL OFFICE, WASHINGTON, DC 20420**

Announcement No.:	OAMM 05-06
Area of Consideration:	VAWIDE & Status Eligibles
Position Title/Series/Grade:	Visual Information Specialist GS-1084-11/12
Salary:	\$50,593 - \$78,826
Number of Positions:	One (1)
Promotion Potential:	GS-12
Location:	Office of Acquisition & Materiel Management Publications Staff
Duty Location:	Washington, DC
Hours Per Week:	40
Issue Date:	xx-xx-2004
Closing Date:	xx-xx-2004
For Information Contact:	Pam Robinson, (202) 273-9712

NOTE: This announcement is a solicitation for applications from any U.S. Citizen and current VA employees for competitive promotion consideration. It does not, however, restrict the right to consider or select applicants from any other recruitment source, such as reassignment, appointment, demotion, transfer, reinstatement or special appointing authorities such as those for disabled veterans, veterans readjustment appointments (VRA) eligible, veterans separated under honorable conditions after 3 years of continuous active service, severely handicapped individuals, etc.

EQUAL EMPLOYMENT OPPORTUNITY: Actions to fill this position will not be based on discriminatory factors, which are prohibited by law. VA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision of granting accommodations will be on a case-by-case basis.

Salary includes the 14.63% Locality Pay Adjustment for the Locality pay Area of Washington-Baltimore, DC-MD-VA, WV. VA reassignment and change to lower grade candidates are invited to apply. Position is included in the bargaining unit and has known promotion potential.

Relocation expenses are not authorized.

DUTIES

The employee in this position serves as a Visual Information Specialist in the Office of Acquisition and Materiel Management Publications Staff. This office includes the functions of printing procurement, forms design and management, graphics design, and central office duplication and distribution center. The employee uses a variety of methods, techniques and materials in the design production, and reproduction of visual products to plan the technical details of, or produce, aesthetically composed visual products in a timely manner. The employee conducts studies and systematic reviews to ensure compliance with the code and is responsible for a variety of task associated with developing original designs, concepts and visual styles for publications, exhibits and presentation materials that present an image of an organization to the agency and general public.

VA CTAP Candidates

Displaced or surplus employees in the local commuting area will receive special selection priority if determined "well qualified" for this position. To be considered candidates must be considered well qualified and able to perform the duties of the position without any additional training or coaching. This requires a basic knowledge for this position. Candidates must submit documentation of eligibility under the VA Career Transition Assistance Program to be offered special selection priority.

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QUALIFICATION REQUIREMENTS

Applicants must have at least one year of the required specialized experience equivalent to the next lower grade in the Federal Service. Specialized experience is experience that is directly related to the position to be filled and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position. All qualification requirements, including time-in-grade restrictions must be met within 30 days of the closing date of the announcement. For further information regarding qualifications and substitution of education for experience, please refer to the Qualification Standards Handbook dated August 1994.

RATING FACTORS

1. Knowledge of Federal printing regulations.
2. Technical knowledge of color printing.
3. Knowledge of computer desktop publishing software.
4. Ability to compose page layout and design publication using commercial-off-the shelf software such as Adobe Indesign, Quark Express or Pagemaker.

APPLICATION PROCEDURES

VA applicants must submit the following documents **by 4:30pm on the closing date of the announcement:**

- VA Form 5-4078, Application for Promotion or Reassignment, indicating the position series and lowest grade for which you wish to be considered.
- A current, signed Optional Form (OF) 612, **or** Standard Form (SF) 171, Application for Federal Employment,
or a resume containing **ALL** information required by the OF 612.
- A copy of your most recent performance appraisal and associated performance standards.
- Response to rating factors may be submitted on VA Form 5-4676a, Employee Supplemental Qualifications Statement **or** plain bond paper.
- A copy of your most recent SF 50, "Notification of Personnel Action", which shows your current title, series and grade.

VACO employees have **7 calendar days from the closing date of the vacancy announcement** to submit their responses to the rating factors and have them received in COHRS.

Applications may be submitted via U.S. Mail or hand carried to:
Department of Veterans Affairs
Central Office Human Resources Service (035C)

Room 140, 810 Vermont Avenue, NW
Washington, DC 20420

Continuing delays in delivery of mail by the U.S.P.S. may result in applications being received after the closing date. Applicants may want to consider alternative methods of delivery to ensure receipt of their applications in a timely manner.

POST MARKED DATES, E-MAILED AND FAXED APPLICATIONS ARE NOT ACCEPTED.

The use of postage-paid Government envelopes for filing job applications is a violation of Federal law and regulations. Applications submitted in postage paid Government envelopes WILL NOT be accepted. Faxed or electronically transmitted applications WILL NOT be accepted.

EVALUATION METHODS

All qualification requirements must be met within 30 days of the closing date of the announcement. Substitution of education for experience will be made in accordance with OPM guidelines. Applicants who meet qualification requirements will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and/or supervisory appraisal, etc., indicate they possess the knowledge, skills, and abilities (KSA's) of the position. **Applicants will not receive credit for merely paraphrasing the KSA's and/or task examples.** All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's on the SF-171. The information provided will be used to determine the "best qualified" candidates.

CONSIDERATION OF APPLICANTS

1. More than one position may be filled from this announcement if identical vacancies occur within 90 days from the date of issuance of the certificate. All applicants will receive consideration without regard to non-merit reasons (race, sex, national origin, age, religion, handicap, or any other non-merit factor). **NON-VA APPLICANTS ARE SUBJECT TO DRUG TESTING.**
2. Some announced vacancies are not filled through the merit promotion plan, but by other means, such as reassignments, reinstatement, new appointment, or on a priority basis from the department's priority placement program or OPM's re-employment priority list.

FAILURE TO COMPLY WITH ALL APPLICATION PROCEDURES MAY RESULT IN AN APPLICANT RECEIVING LESS THAN FULL CREDIT IN THE EVALUATION AND RANKING PROCESS.

**DEPARTMENT OF VETERANS AFFAIRS
CENTRAL OFFICE, WASHINGTON, DC
EXTERNAL ANNOUNCEMENT**

Announcement No.: OAMM 05-06

Opening Date: xx-xx-2004

Closing Date: xx-xx-2004

**APPLICATIONS ARE BEING ACCEPTED FROM
THE FOLLOWING RECRUITMENT SOURCES**

THE LOCAL COMMUTING AREA

☒ General Public (Competitive)

☒ Other Government Agencies (Transfer)

☒ Reinstatement Eligibles

☒ Other: 30% or more Disabled Veterans,

**Applications MUST be
received by closing date**

veterans readjustment appointment (VRA) eligibles, preference eligibles, veterans separated under honorable conditions after 3 or more years of continuous active service & applicants with severe disabilities.

NOTICE TO ALL APPLICANTS

FAILURE TO SUBMIT REQUIRED INFORMATION/DOCUMENTS WILL RESULT IN NON-CONSIDERATION

EQUAL EMPLOYMENT OPPORTUNITY: Actions to fill this position will not be based on discriminatory factors which are prohibited by law. VA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. The decision on granting reasonable accommodation will be made on a case-by-case basis.

<u>POSITION, SERIES, GRADE</u>	<u>LOCATION SALARY</u>	<u>NO. OF VACANCIES</u>
Visual Information Specialist, GS-1084-11/12	\$50,593 - \$78,826	(1) One

LOCATION OF POSITION

OA&MM

Publications Office

Washington, DC

TYPE OF APPOINTMENT

☒ **Full Time**

☐ Part Time ☐ Hours/Week

☐ Temporary

Promotion Potential: **GS-12**

**RELOCATION EXPENSES ARE NOT AUTHORIZED
NON-VA APPLICANTS ARE SUBJECT TO DRUG TESTING.**

DESCRIPTION OF DUTIES: The employee in this position serves as a Visual Information Specialist in the Office of Acquisition and Materiel Management Publications Staff. This office includes the functions of printing procurement, forms design and management, graphics design, and central office duplication and distribution center. The employee uses a variety of methods, techniques and materials in the design production, and reproduction of visual products to plan the technical details of, or produce, aesthetically composed visual products in a timely manner. The employee conducts studies and systematic reviews to ensure compliance with the code and is responsible for a variety of task associated with developing original designs, concepts and visual styles for publications, exhibits and presentation materials that present an image of an organization to the agency and general public.

QUALIFICATION REQUIREMENTS

Applicants must have at least one year of the required specialized experience equivalent to the next lower grade in the Federal Service. Specialized experience is experience that is directly related to the position to be filled and that has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position. All qualification requirements, including time-in-grade restrictions must be met within 30 days of the closing date of the announcement. For further information regarding qualifications and substitution of education for experience, please refer to the Qualification Standards Handbook dated August 1994.

GENERAL EXPERIENCE: NONE

SPECIALIZED EXPERIENCE: Applicants must have one year of specialized experience equivalent to the next lower grade level which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and which is typically in or related to the work of the position to be filled. **CANDIDATES MUST MEET TIME-IN- GRADE RESTRICTIONS AS WELL AS QUALIFICATION REQUIREMENTS WITHIN 30 DAYS OF THE CLOSING OF THE ANNOUNCEMENT.**

For additional information, refer to the individual qualification standard developed by the Office of Personnel Management and the Office of Federal Procurement Policy under the authority of 41 U.S.C. 433.

In accordance with procedures in VA Handbook 5330, displaced or surplus VA employees in the local commuting area will receive special selection priority consideration if determined "well qualified" for this position. A "well qualified" applicant will possess the knowledges, skills, and abilities (KSA's) listed under the Rating Factors that enable the applicant to efficiently perform the position. Candidates should submit documentation of eligibility under the Interagency Career Transition Assistance Plan (ICTAP) to be offered special selection priority.

EDUCATION: See Qualification Requirements

BASIS FOR RATING: All qualification requirements must be met **within 30 days** of the closing date of the announcement. Applicants who meet qualification requirements will be further evaluated by determining the extent to which their related experience, education, training, awards outside activities and/or supervisory appraisal, etc., indicate they possess the knowledge, skills and abilities (KSA's) of the position. Applicants will not receive credit for merely paraphrasing the KSA's and/or task examples on their application. The information provided will be used to determine the "best qualified" candidates.

RATING FACTORS

1. Knowledge of Federal printing regulations.
2. Technical knowledge of color printing.
3. Knowledge of computer desktop publishing software.
4. Ability to compose page layout and design publication using commercial-off-the shelf software such as Adobe Indesign, Quark Express or Pagemaker.

CONDITIONS OF EMPLOYMENT

- A. Applicants must be citizens of, or owe allegiance to, the United States.

- B. Applicants must be at least 16 years of age within 30 days of the closing date.
- C. New appointees may be subject to a probationary period.
- D. The following statements are applicable if checked:

- ☐ Requires a Security Clearance
- ☐ Subject to frequent overtime
- ☐ Requires a medical examination (prior to appointment for Criminal Investigators)
- ☐ Subject to financial disclosure
- ☐ Requires a valid driver's license
- ☐ Subject to geographic mobility
- ☐ Licensure required
- ☐ Subject to drug test prior to appointment
- ☐ Subject to suitability determination
- ☐ Subject to supervisor/managerial probationary period

HOW TO APPLY

VA applicants must submit the following documents by 4:30pm on the closing date of the announcement:

A. Applicants may submit a resume, curriculum vitae, and other document such as an optional Federal employment application form. Applicants must provide the applicable information required in parts **B** and **C** below. In addition, to be considered for this vacancy:

☐ Applicants eligible for further consideration may be contacted to provide additional information before a final selection is made.

☐ Applicants should submit form OF 306 "Declaration for Federal Employment" with their initial application.

B. Applicants **MUST** provide the following required information and, as applicable, the supplemental information required in part **C**. **Failure to provide all information may result in receiving less than full consideration.**

1. Vacancy Announcement number, Title, Series, Grade(s), of job for which applying.
2. Full legal name and mailing address.
3. Social Security Number.
4. Date of Birth.
5. Daytime and evening telephone numbers.
6. For experiences most relevant to this position, include name of employer, dates of employment, job title, salary, start and end dates of employment, and a description of your duties and responsibilities for each job listed. For non-relevant experience within the last 5 years, you may list name of employer, dates of employment, job title and phone number.
7. Average hours worked for each position if other than 40 hours per week.
8. Name, location and dates of colleges attended.
9. Type and date of degree(s) received, if any.
10. Major field of study and undergraduate/graduate GPA(s).
11. To receive credit for relevant training, list course titles, dates, number of hours and name of the institution(s).
12. Description of accomplishments, honors, awards and special qualifications relevant to the position, such as language skills, computer skills along with dates acquired.
13. Written responses to the rating factors. Failure to provide written response to rating factors may result in a lower rating in the evaluation process.

C. **All Applicants.** Provide the following, if checked:

- ☒ 1. Proof of Veterans preference (DD Form 214) and, if applicable, SF-15, "Application for 10 -Point Veteran Preference" (**If claiming Veterans Preference**)
- ☐ 2. College transcripts or OPM Form 1170/71, List of College Courses
- ☐ 3. OPM Form 86 (or other designated suitability form)
- ☐ 4. Other: OF 612, "Optional Application for Federal Employment"
- ☒ 5. Last or most recent SF-50, "Notification of Personnel Action" which indicates proof of your Competitive Status
- ☒ 6. Most recent performance appraisal

GENERAL INFORMATION:

In accordance with 18 U.S.C. 1719, applications **will not** be accepted from applicants using postage-paid federal agency envelopes (penalty mail).

More than one position may be filled from this announcement, which may involve performing duties related to different functional specialties.

Applications submitted electronically or by facsimile **will not** be accepted.

Other staffing methods, such as Schedule A, may be used concurrently or subsequently to fill this vacancy. More than one position may be filled from this announcement if identical vacancies occur within 90 days from the date of issuance of the certificate. Applicants will receive consideration without regard to non-merit reasons.

FOR INFORMATION CALL: Pam Robinson (202) 273-9712

MAIL YOUR APPLICATION OR HANDCARRY TO:

Department of Veterans Affairs
CO Human Resources Service (035C)
810 Vermont Avenue, NW, Room 140
Washington, DC 20420

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